



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

SPEED POST



No.CWC/Trng/Mgmt.Trainees/2015-16

Dated: April 15, 2015

The Regional Manager
Central Warehousing Corporation
Regional Office

Induction Training Programme for 'Management Trainees'

Sir,

As you are aware that Management Trainees are being inducted in the Corporation in the General/ Technical / Finance Cadres. They are likely to join during **May/June 2015**.

One year long training programme (copy enclosed) has been prepared for the Management Trainees. This one year induction programme will be common for all the cadres of trainees. All Management Trainees of the aforesaid new batch will be given the exposure first of all at Regional Office, then General Warehouse, CFS/ICD and Custom Bonded Warehouse after that they will be called for 02 weeks theoretical training (**Module I-V**) at CWC Training Institute, IGMRI Campus, Hapur with practical inputs also. 02 weeks programme at Hapur will be started when all or most of the trainees have completed Module I-V.

02 weeks training at IGMRI Campus (**Module-V**), Hapur and field visit to different locations shall be organized by Corporate Office.

The concerned HOD and ROs may provide on the job training at concerned ROs/Centres as mentioned in the enclosed Training Module as per one year training programme.

However, after completion of 02 months of training of each Management Trainee, concerned RM/HoD will evaluate them and if considered necessary that the Management trainee is not in a position to run the Warehouse smoothly, a month of training after completion of 03 months' training may be given to achieve the objective. For this purpose, RM/HoD has to recommend specifically in the 1st week of 3rd month of training so that specific approval of Director (Pers.) is conveyed timely for extension of one more month training at the Warehouse/ RO as the case may be.

Review / evaluation of training programme must reach CO at least 30 days before completion of one year programme which must be ensured by RM/HoD.

Yours sincerely,

G.M (System)

Pawan Kant

(PAWAN KANT)

GENERAL MANAGER (PERS)

Encl: As above.

CC:

1. PS to Dir.(Fin)/ Dir.(Pers)/CVO, CWC, CO, New Delhi
2. All HoDs, CWC, CO, New Delhi – for information and necessary action.
3. DGM(R&P)/SAM(R&P) – with the request to furnish periodical update to Training Cell about joining of the Trainees for the aforesaid purpose.

One Year On-the-Job Induction Training of Management Trainees (General/ Technical/ Finance)

Common Induction Training programme for all cadre of Management Trainees				
S.No.	Item/Activity	Period	Location	Action
1.	<p>Formalities of joining <u>Module-I</u></p> <p>(In the interim, Trainees may also be imparted Induction Training as per ISO procedures P/Per/Trng.01 (Para No.5.1) at the place of posting which is reproduced below:- Para 5.1: All new personnel joining CWC , shall be exposed to Awareness Training consisting of: 1. Awareness about the Organization 2. Awareness of Quality Management System of CWC including Quality Policy, Objectives, System Operating procedures, work instructions & other work related issues. The person on appointment shall be assigned suitable responsibilities and if necessary, initially shall be put under the supervision of an experienced person for on-the job training / awareness of work and assessment shall be made.)</p> <p><u>Concerned Regional Office:</u> To understand all the activities at the Regional Office/CO under the Supervision of Regional Manager/HoD, in the different sections of ROs/CO</p> <p>Activities:</p> <ul style="list-style-type: none"> • To understand the work of different activities in all the sections for three weeks. • Concerned RM/ Training Cell for CO, will prepare their schedule of activities covering all aspects for two weeks to be learned by them under their supervision as given below: <p>Preparation of Salary Bills, Maintenance of TA/LTC/ Conveyance etc. CPF/ Advances/ Temporary Advances and their accounting, Medical Bills, Depositors Bills, Storage Charges, H&T Bills, Godown Rent, Insurance,</p>	First 03 weeks	Concerned RO/CO	Concerned RM /HoD-Training cell for posting in CO

	<p>Taxation, Personal/service Tax, Finalisation of Accounts etc. etc. Food Safety Standards, CSP, Equipments, Chemicals, All technical reports, maintenance of storage losses and its regularisation, insurance of stocks, settlement of claims, scientific storage, foodgrains, notified commodities, pre and post inspection of chemical, technical inspection and its follow up, storage of hazardous chemicals and non-hazardous chemicals, Material / Store Management, Purchase procedures, preventive vigilance, Establishment/ recruitment rules, leave rules, staff regulation, PRP/PMS system etc etc.</p>			
2.	<p><u>Module-II</u> <u>General Warehouse ##</u></p>	03 weeks	At local Warehouse/ CFS-ICD/CB WH	<p>Concerned RM / HoD- Training cell (MTs posted in CO), will depute immediately after completion of 3 weeks in these warehouses i.e. General Warehouse, CFS/ ICD, Custom Bonded Warehouse</p> <p>Where CFS/ICD and CB Warehouses are not available in the region, RM will depute the MTs in the nearest CFS/ICD and CB Warehouse themselves, no need to refer the matter to CO, to avoid time.</p>
3.	<p><u>Module-III ##</u> <u>CFS/ICD</u></p>	01 week		
4.	<p><u>Module-IV ##</u> <u>Custom Bonded Warehouse</u></p>	01 week		
	<p><u>## Activities for General/ CFS-ICD/CB WH:</u></p> <ul style="list-style-type: none"> • Procedures of Receipt & Issue of stock, stacking, sampling, Physical Verification of Stocks, Concept of Scientific Storage, Issue/Cancellation of Warehouse Receipt, Calculation of Reservation/ storage charges, Maintenance of stock, H&T arrangements, technical operations, periodical inspection, • Export/Import procedures, receipt of cargo stuffing/destuffing of containers, movement of Import/empty containers and allotment of space to shipping lines/billing. Custom procedures, etc • Bonded Warehouse and industrial warehouse. All the procedures of customs for receipt/issue/payment etc • Maintenance of all Register, Ledgers, Billing, issue of stocks. Realisation of payments, preparation of different reports like Business/ economy, ISO procedures, etc. 			

5.	Module V Induction Course - (Predominantly Class Room Sessions)	2 weeks	IGMRI Hapur	Training Cell
6.	Module-VI Field visits : ICD Attari - 02 days ICD Loni/FCI silos -01 day ICP Patparganj - 01 days CO -01 day	1 weeks	From IGMRI Hapur	They will go back to their place of posting directly after field trip
7.	All the Management Trainees are to be given full fledged charge of Warehouse/ area of functioning after completion of three months of induction training.	9 Months	At the Place of posting/ area of functioning	Concerned RM /HoD- for posting in CO
8.	Module-VII Project Assignments & Presentation on various topics by trainees before a panel of senior Officers, all Management Trainees have to make 15-20 minutes presentation on any one the topics during the eleventh month of their one year training. The panel of officers consist of 04 officers of Technical/ General /Finance/ Commercial sections for evaluation of their presentations & assess the knowledge of the MTs which he/she has acquired during the one year induction training programme by asking them the questions relating to their (committee member) fields, a questionnaire to be prepared for this purpose. It will be of 40 marks. Mark sheet duly signed by the members will be submitted to General Manager (Pers) for taking a suitable view on the overall performance of MTs.	1 day	CO	MTs will give their presentation to Panel of senior officers in CO. MTs will be called from CO.
9.	Module-VIII Review /Evaluation of entire training Final assessment is to be done by the concerned RM/HoD, who will send the final assessment in the prescribed format so as to reach CO atleast 30 days in advance before completion of MT's one year programme alongwith leave account (i.e. any leave availed (except 08 CL/ absent) during the one year period. RM/HoD in CO will also assess the working of the MTs of CO while at Warehouse/ area of functioning.			Review / Evaluation of entire training programme is to be submitted by the concerned RM/HoD in the prescribed format alongwith their leave account to CO